

## **State Training Center (STC) Room Rental Request**

DPA-688 (11/03)

**Reserving a Room:** Please contact our Registrar at (916) 445-5121 to determine room availability. Once availability is determined, complete this form and fax it to (916) 324-4050, or mail it to the address below.

Contact Person:		Department:	
Division or Program:		Unit:	
Address (including State and Zip Code):			
Phone#:	Fax:	E-mail:	
Mail Station/Attn:	Customer #:	Purchase Order #:	
Date of Initial Request:	Post-Event Signature/Date Confirming Delivery of Service:		
<b>Type of Room &amp; Occupancy</b>		<b>Half-day Rate</b>	<b>All Day Rate</b>
Video Conferencing Room American (24)*		\$225.00	\$350.00
Large Room (60)		\$125.00	\$250.00
Standard Classroom (30)		\$75.00	\$150.00
<b>Room:</b>	<b>Date(s):</b>	<b>Time(s):</b>	<b>Total:\$</b>

**Securing the Room Rental:** A Purchase Order (P.O.) or payment must be returned attached to this room rental form. **If STC does not receive the P.O. or payment within 14 calendar days after your reservation is placed, your reservation will be cancelled.**

**Billing:** After services are rendered, an invoice attached to a copy of your P.O. will be mailed to the requesting department. **Payment is due upon receipt.** STC will accept advance payment of room rental fees.

**Cancellations:** Cancellations received more than 10 working days in advance of the room reservation date will be accepted without any cancellation charges.

**Equipment:** All rooms include two easels w/pads, whiteboard and markers, overhead projector, along with VHS, DVD and data projection capability.

**Rented rooms are available for use from 7:30 AM - 4:30 PM.**  
**After your session, please reset the room to its original configuration.**

**Video Conferencing:** If your reservation is for a Video Conference, please call (916) 445-5121 and ask for the Video Conferencing Coordinator to receive additional required information. Please note room rental rate includes 3 remote site connections and all line charges.

**For additional information regarding equipment, changes or cancellations, please call (916) 445-5121.**

State Training Center - 1515 "S" Street, North Building, Suite 108, Sacramento, CA 95814  
Phone: (916) 445-5121 Fax: (916) 324-4050  
Department of Personnel Administration